

GENERAL CONFERENCE INFORMATION

Arizona Department of Education Teachers' Institute 2017



RESORT AMENITIES OFFERED TO OUR ATTENDEES

- ♦ Resort Fee of \$1.00 each day includes:
- ♦ Enhanced high-speed and wireless internet in the guest room with the ability to connect up to 5 devices, unlimited local and national long distance calls, self-parking, daily fitness activities at Hashani Spa, kid's meal for dinner at Signature Grill (12 and under), 15% off all gift and clothing purchases at Resort, Hashani and Golf shops and unlimited golf driving range. Resort Fee also includes Hashani Spa facilities access as an exclusive benefit for Marriott Rewards Elite Members. Total value of this package is \$149.00. Covered amenities are subject to change.
- ♦ Complimentary internet in sleeping rooms and meeting space for all attendees
- ♦ Complimentary wireless internet in main lobby and Salud Lobby Lounge
- ♦ Complimentary, scheduled guided hikes into the Tucson Mountain Park
- ♦ Complimentary, 24 hour fitness center
- ♦ Complimentary flavored water at resort's front desk

RESORT OFFERINGS TO ATTENDEES

STARR PASS GOLF CLUB

The re-designed Starr Pass Golf Club, a 27-hole Arnold Palmer Signature Golf Facility, offers stunning views of the city and surrounding mountain ranges. Accept the challenge posed by natural arroyos, dramatic elevation changes and swirling winds created by the Tucson Mountains, while enjoying the scenic beauty of true desert golf. Starr Pass Golf Club also offers great teaching facilities and practice areas with putting and chipping greens, and a double-loaded driving range. The Golf Shop offers the latest in top-quality equipment, rentals, apparel and products.

HASHANI SPA

For centuries, the people who have called the Tucson Mountains home have found healing in the sights, sounds and scents of the lush Sonoran Desert. Inspired by these healing properties and named for the revered Saguaro cactus, call Hashani by the indigenous people of the region, Hashani Spa offers treatments that combine the latest beauty and health technology with ancient healing techniques and traditions in a luxurious, pampering environment.

DINING OPTIONS

The JW Marriott Starr Pass Resort & Spa offers several distinct dining options including Signature Grill, Primo, Starbucks™, Catalina BBQ Co. & Sports Bar, Salud Lounge and Plunge Poolside Café

EVENING ATTRACTIONS

15-20 minutes from the resort including the Sonoran Desert Museum, Old Tucson Studios and the Pima Air and Space Museum. Downtown Tucson is located 6 miles from the resort and features over 100 restaurants, shops, galleries and music venues!

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ACCESSIBILITY FOR ATTENDEES WITH DISABILITIES

Arizona Department of Education is committed to making the conference accessible and ensuring compliance with the Americans with Disabilities Act (ADA). Attendees with a disability, who need accommodations in order to participant to the fullest extent possible at the conference, and prior arrangements were not made, should visit the registration area for assistance. If accommodated materials are required please contact Rocio Munoz at rocio.muoz@azed.gov or 602-542-0610.

ATTIRE

Business casual attire is recommended during our conference. Session rooms are often cool, and attendees are advised to dress in layers. We will do our best to maintain a comfortable temperature for you throughout the conference.

BADGES

Name badges will be issued to all attendees, regardless of registration type, and must be worn at all times. Should you misplace your badge, we can issue a new one by going to the registration area.

CELL PHONES

Talking on cell phones is strictly prohibited during all educational sessions and any other non-social events at the conference. Cellphones should always be in silent mode during sessions. Recording and photography are prohibited during sessions without prior consent from the presenter.

CERTIFICATES OF ATTENDANCE

Certificates of attendance will be available to all attendees. To retrieve your certificate, an email will be sent to you after the conference and you will be asked to fill out an overall on-line survey. As soon as the survey is completed and submitted, you will receive your certificate. The certificate then can be printed for your records.

CHILDREN

The conference is a professional development event and is not intended to be inclusive of children. Due to safety and liability issues, children under the age of 18 are not permitted in the conference area or sessions. Due to space limitations and due to potential disruption, the presence of children in the conference area or any of the sessions is not permitted. Children over the age of 18 may attend, however they would have to be a paid attendee to be allowed to partake in the conference. Arizona Department of Education does not provide child care services; however, the hotel concierge can provide information about on-site child care services or other local options for child care.

COMMENTS AND FEEDBACK

Feedback on the conference is collected as part of the on-line survey you will be receiving. You will also be given the opportunity to share feedback via the conference app, Guidebook.

DIETARY RESTRICTIONS

If you requested a special dietary meal prior to conference date, your request will be made prior to the conference date however, if you **did not** request your special dietary meal prior to conference date, it is not guaranteed your request will be provided to you due to late notification. Requests are made at the time of conference registration.

GUIDEBOOK APPLICATION

You can download the Teachers' Institute app here at Google Play or iTunes OR visit the online application website here: www.guidebook.com.

The app is compatible with iPhones, iPads, iPod Touches and Android devices. Windows Phone 7 and Blackberry users can access the same information via our [mobile site](#) (Guidebook works best with Google Chrome).

1. Download 'Guidebook' from the [Apple App Store](#) or the [Android Marketplace](#).
2. Visit <http://guidebook.com/guide/89356> from your phone's browser.

From the Guidebook application, tap "Download Guides" then "Passphrase". Enter the code **ti2017** and the guide will download to your device!

TEACHERS'INSTITUTE WEBSITE

<http://www.azed.gov/teachers-institute/>

LOST AND FOUND

Arizona Department of Education is not responsible for items lost during the conference; however, items found can be turned in to the conference registration area for the remainder of the day; all items will be turned over to the venue at the end of each day. It is the responsibility of the attendee to follow-up with the venue to retrieve lost items.

PERSONAL SECURITY AND RESPONSIBILITY

Your safety and security are important to us, so please remember some general safety points during your stay.

- ✓ Answer your hotel room door only when you can identify the person knocking.
- ✓ Do not wear meeting badge outside conference functions.
- ✓ Walk in groups when you are outside the venue.
- ✓ Always let someone know where you are going when you leave the venue.

PHOTOGRAPHY, VIDEOS AND PHOTO RELEASE POLICY

There may be photographs and videos taken throughout the conference. By registering for the conference, you have agreed to allow the Arizona Department of Education to use your photograph in Arizona Department of Education's related publications, website or other agency materials.

Exhibitors are prohibited from taking any photographs or video at any Arizona Department of Education events.

Personal photography is permitted at social functions at the conference.

RECORDING POLICY

Whether for personal or commercial use, audio, video, and digital recordings; live streaming or broadcasting; and photography are all strictly prohibited during all conference educational sessions. If the presenter does not explicitly state you may record his/her session, assume this is not permitted. Any person that does not comply with policy will be asked to leave the session or event. Under no circumstances may presentations be rebroadcast.

SESSION ROOM BEHAVIOR

Extensive planning goes into scheduling sessions in appropriately sized rooms; however, overcrowding occasionally occurs. If a session room reaches its capacity, attendees must follow the instructions by the Arizona Department of Education staff, hotel staff or security staff. Attendees must be instructed not to stand against walls, block aisles or doors, or they may be denied entry if the room is too crowded. The Arizona Department of Education is obligated to abide by the guidelines established by the Fire Marshall. The Fire Marshall has the authority to delay or even terminate the session until the problem is satisfactorily resolved.

SOCIAL MEDIA POLICY

Arizona Department of Education encourages the use of social media and blogging at the conference as a way for attendees to summarize, highlight, and promote presentations or share their thoughts on their experience in general, provided that the presentation content and materials are not shared in full and authors or presenters are referenced and cited where appropriate. Please keep in mind that presenters hold the intellectual property rights and copyrights to their materials.

WI-FI SERVICE

Venue WI-Fi service is complimentary in the meeting space and sleeping rooms. WI-Fi in the conference is: **teach2017**

CONTACT Laura Dudzik, Event Management Administrator, should you have any questions or concerns prior to conference date or on-site during the conference Email: laura.dudzik@azed.gov or 602 364-1851.